

UNIVERSIDAD REY JUAN CARLOS
Calle Tulipán s/n
28923 Móstoles (Madrid) ESPAÑA
ERASMUS CODE: EMADRID26

INTERNATIONAL RELATIONS OFFICE INCOMING STUDENTS

Facultad de Ciencias Jurídicas y Sociales
Campus de Madrid- Vicálvaro
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Administration Building, Ground Floor, Office 052

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INTERNATIONAL RELATIONS OFFICES IN THE CAMPUS

MADRID-VICALVARO CAMPUS

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FUENLABRADA CAMPUS

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Phone: 91 4888189
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D. Oscar Prieto



ACADEMIC CALENDAR 2019/20

1st Semester

Semester duration: from 4th September 2019 to 16th January 2020

Class period: from 4th September to 13th December 2019

Exams period: 14th December 2019 to 16th January 2020

2nd Semester

Semester duration: from 17th January to 18th May 2020

Class period: from 17th January to 30th April 2020

Exams period: from 4th to 18th May 2020

Extraordinary period of exams ONLY FOR THE STUDENT THAT THEY DID NOT PASS ANY COURSE IN ANY OF THE ORDINARY PERIODS from 10th to 27th June 2020

Please take in account that the attendance to the courses is compulsory and so any delay in the arrival of the student can cause the student academic problems

STUDENT'S APPLICATION, LEARNING AGREEMENT AND ACCEPTANCE

DO NOT COMPLETE THE ONLINE APPLICATION IF YOU HAVEN'T RECEIVED THE ACKNOWLEDGEMENT EMAIL

Once you receive the acceptance of your nomination you can apply

Required application documents (3):

1. If needed, special needs and needed adaptations certificate in Spanish or in English.
2. Passport/ID photocopy (valid during all the mobility)
3. Language certificate for the mobility

PLEASE READ WITH ATTENTION THE ANNEX WITH THE HANDBOOK

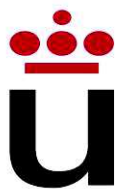
Please follow this link to enter the application process: <https://sede.urjc.es/movilidad-incoming>

PROCEDURE SUMMARY: fill out the on-line application and upload the required documents according with the corresponding phase.

Once checked, we will ask you to fill out in the same platform your Learning Agreement.

Once checked and validated this Learning Agreement by URJC, the student will must:

- Download and Print the generated document.
- Complete the correspond table with the courses that will be approved at home University (Table B)
- Sign the document that will have to be signed by the student and the home university.
- Upload the document to the platform.



You can upload your own model of Learning Agreement if necessary, but **IT IS COMPULSORY GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL**. The courses in both models **MUST BE THE SAME**

Once uploaded the document, correctly completed and signed, **URJC will validate and sign digitally the document; at the same time, the Acceptance Letter will be generated.**

FROM THAT MOMENT THE STUDENT WILL BE ACCEPTED

Please don't send hardcopies of the documents by postal mail. You have to upload them to the platform

For more information please check our website:
<http://www.urjc.es/internacional/erasmus-y-movilidad>

ARRIVAL AND ORIENTATION

Welcome day will take place for all the exchange students on Wednesday, September 4th, 2019 in:

**Salón de Actos de Edificio Biblioteca
Campus de Madrid - Vicálvaro
Paseo de los Artilleros s/n.
28032 Madrid**

For those students who are going to study in **Spanish**, the **Welcome session will be at 09:30h.**

For those students who are going to study in **English**, the **Welcome session will be at 12h.**

Please check regularly the following link in case some change occurs or if you are a 2nd semester student :<http://www.urjc.es/internacional/erasmus-y-movilidad#jornadas-de-acogida-welcome-day>

ATTENDANCE TO THE WELCOME DAY IS HIGHLY RECOMMENDED in order to get important information about the procedures for the mobility.

The students that can't come to the Welcome day and arrive later, once here, they must come to the International Relations Office.

During the first week, different cultural and Madrid touristic activities will take place. We recommend your participation in them. We will inform about the programs in the Welcome day.

Arrivals later than 23rd September 2019 won't be accepted.

SPANISH LANGUAGE SUPPORT

Spanish courses do not have to be added to the Learning Agreement, they will not appear on the Transcript of Records since they are subjects from the Language Center and they have an extra cost.

When the students finish the course, they will receive a certificate indicating their attendance, grades and credits

Summer Spanish Intensive Course

Erasmus and Munde students will be able to attend an intensive Spanish course of 31 hours, that will take place between 26 August to 3 September 2019

The **registration period** for the courses will be from the 1st of June until the 10th of July, **2019**.

The cost of the course will be 180€ aprox.

Semester Spanish courses

Erasmus and Munde students can also attend a 44-hour (2 ECTS) Spanish course that will take place during one semester (September – December or January – April)

The cost of the course will be 245€ aprox.

Further information: University Languages Center centro.cui@urjc.es

FACILITIES AND STUDENTS SERVICES

Facilities

- Access to computer facilities including wireless internet access and university e-mail account
- -Student card: once in Spain, you must go to Banco de Santander office of your campus with your ID and your URJC username
- Access to University sports facilities.
- University restaurants.
- University libraries.

Buddy Program

The Buddy Program, a URJC welcome program, helps all international students to integrate into the university and to know the city.

For more information: <https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#buddy-program>



SPECIAL NEEDS AND DISABILITY SUPPORT

Unity of Attention to Disabled People (UAD DISCAPACIDAD) principal target is to enjoy the same opportunities than the rest for the development of their university studies or performing their jobs, under the prism of equal opportunities, for those members of the university community that have any kind of functional diversity or special educational needs.

For further information, please contact: discapacidad.programa@urjc.es

ACCOMMODATION

URJC DOES NOT PROVIDE ACCOMMODATION. In order to facility its search, we provide as follows some interesting Information of Housing companies and students accommodations enterprises.

The University has not agreements with these companies that is why any relationship initiated through those companies is alien to the University.

<https://www.urjc.es/en/internacional/erasmus-mobility#lodging-accomodation>

Accommodation on Campus

Residencia Universitaria José Pérez de Vargas is located at Vicálvaro Campus. It has single rooms, double rooms. Each room has a surface of approximately 18m², 34m² in the case of double rooms. Each one has an ensuite bathroom and office with refrigerator and microwave. (Places are limited)

<http://www.residenciavicalvarourjc.es/es/>

HEALTH INSURANCE

EU members and EFTA (p.e. Iceland, Liechtenstein, Norway and Switzerland) are exempted from having to purchase Spanish health insurance, if they have the European Health Insurance Card, they can be assisted in any public Healthcare center.

Non- EU members must purchase before coming to our University, a health insurance (health card of private insurance) to cover the contingencies that can occur during his/her stay period in cases of illness, accident or health repatriation of the insured person.

VISA REQUIREMENTS

EU members and EFTA (p.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa.

The students from the rest of the countries must inform themselves of the requirements and, if necessary, initiate the process of obtaining the visa, for which you may need the acceptance letter.